

Developing a CSV File to Import Procedure Data

1. Identify where (in what existing systems) the required data fields reside
2. Work with your IT department, OR data system manager, medical records supervisor, and/or others
3. Determine how data elements might be made electronic if not already
4. Learn or seek assistance on how to develop the CSV file (or convert from an excel spreadsheet).

CSV files can be uploaded directly to NHSN



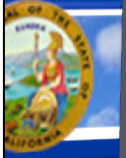


Importing Patient Safety Procedure Data

The NHSN will allow importation of procedure data in an ASCII comma delimited text file format. You can generate the import files from different external sources, such as databases or hospital information systems. The default import option allows the importation of procedures where the procedure date occurs in a month for which a Monthly Reporting Plan exists and the Plan specifies the procedure code in the import file record. If you wish to import records for procedures not in the Plan, you must specify which procedures to include.

Custom procedures can also be imported if they are first created on the custom options page.

Available on the NHSN website under Patient Safety Component "Related Material"
Give this information to your IT department and/or surgical data manager.



Procedure Import WORKBOOK_03.11.xls

New Open Save Print Import Copy Paste Format Undo Redo AutoSum Sort A-Z Sort Z-A Gallery Toolbox Zoom Help

Sheets Charts SmartArt Graphics WordArt

1 CALIFORNIA GUIDE TO USING EXCEL TO IMPORT PROCEDURE RECORDS IN NHSN (SSI DENOMINATOR DATA)

2 Overview of this workbook

3 This Excel workbook contains three worksheets: "File Format", "Example" and "Example - Ready to Convert" to walk you through the NHSN Procedures data file import process. The "File Format" worksheet shows you which fields are needed, whether they are required (highlighted) or optional, and the types and numbers of characters that are valid for entry. The worksheet "Example", shows you the "File Format" worksheet with sample data entered under each required data field associated with CBGB/CBGC and HPRO. If your facility will be reporting other surgical procedures, you may need to provide data for different or additional fields. The worksheet, "Example - Ready to Convert", shows you how the worksheet needs to look before it can be imported (i.e. no header rows, no format description column). There are many blank columns following the bulk of the required columns, but note that columns AR and AS are required.

4 Can I just use this workbook for creating my import file?

Yes, you can use the "File Format" worksheet as a template for your own procedure import file. You won't want to use the entire workbook when you are ready to import; just this one worksheet.

1. Copy the worksheet from the "File Format" tab to a new Excel file. This way, you will always have this document to serve as a blank template. It gives you the column headings so you can check that your data are in the right order. Do not remove any columns or change the order - each is needed, if only as a placeholder when a field (column) doesn't apply to the specific procedure you're importing or if a column for an optional field.
2. Populate the new Excel file worksheet with your data. Some hospitals do this with a custom report built by their information system department, while others have chart abstractors fill it out or OR staff assist with providing data for these fields.
3. Scan down each column and look for any data that look out of place or different than others in that column.
4. Look for missing data, i.e. blank cells where data should be.
5. Look for data that do not conform to the specifications in the "Format" row of your spreadsheet and correct them. Make sure the data do not exceed the maximum character string length and ensure data conform to any special format required.

5

6 Now that I have my data entered into the Excel spreadsheet, what's next?

When your data are in the new spreadsheet that you copied from the File Format tab and all required fields appear correct and complete, there are a couple of changes to make before you are ready to import it into the NHSN.

1. Delete column A. This labeling only relates to the file format instructions and is not a part of the import file.
2. Delete the header rows, 1 through 4, so that you now only have your data in the spreadsheet.
3. Save your Excel file with a unique name that will help you distinguish it from other reporting periods.
3. Using the same descriptive name, do a Save As with your file as a comma separated values (.csv) file. To do this, click File>Save As in your Excel taskbar. In the Format or 'Save As Type' drop-down window, scroll down and select CSV (comma delimited), (*.csv) or similar, depending on your version of Excel. The ending to your file name will now say ".csv" instead of ".xls" in your file title bar.
4. Note the location where you saved the file so that you can find it later during the import process.

7

8 So, how do I import the file to NHSN?

1. Log into NHSN.
2. On the navigation bar, click "Import/Export".
3. Select Import/Export Type: "CSV Import - Procedures" from the drop down menu.
4. Check the "All Procedures" box or the specific surgical procedure.
5. Browse and locate your file.
6. Click "Submit."
7. Check that your data are lining up in the correct columns in the "Imports" tab and you are ready to import.
8. When all of your data are correct in the "Imports" tab and you are ready to import, click "Import".
9. Double check any procedures that might appear in a pop-up window.
10. Your file has now imported - you can search for specific procedures.

9

10 What should I do if I am having trouble importing my file?

1. Check that you've resaved your file as a csv file. See above for instructions on how to resave this file as a csv file.

Instructions File Format Example Example - No Labels

Normal View Ready Sum=0

Available on CDPH HAI Program website under
"NHSN Guidance Specific to California Hospitals"



Procedure Import WORKBOOK_03.11.xls

New Open Save Print Import Copy Paste Format Undo Redo AutoSum Sort A-Z Sort Z-A Gallery Toolbox Zoom Help

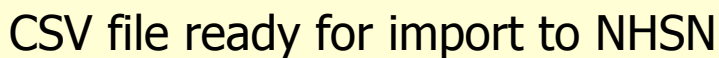
Sheets Charts SmartArt Graphics WordArt

	A	B	C	D	E	F	G	H	I	J	K	L
1	Field	Patient ID	Gender	DOB	NHSN Procedure Code	Date of Procedure	Outpatient	Duration Hours	Duration Minutes	Wound Class	ASA Class	Endoscope
2	Required/Optional	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required for inpatient procedures	Required
3	Values		M = male F = female		See NHSN Procedure Codes		Y = yes N = no			C = clean CC = clean contaminated CO = contaminated D = dirty/infected U = unknown	1 = normally healthy 2 = mild systemic disease 3 = severe systemic disease, not incapacitating 4 = incapacitating systemic disease, constant threat to life 5 = moribund patient < 24 hr life expectancy	Y = yes N = no
4	Data Format	CL = 15	CL = 1	mm/dd/yyyy	CL = 5	mm/dd/yyyy	CL = 1	NL = 2	NL = 2	CL = 2	CL = 1	CL = 1
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Instructions: File Format Example Example - No Labels +

Normal View Ready Sum=0 SCRL CAPS NUM

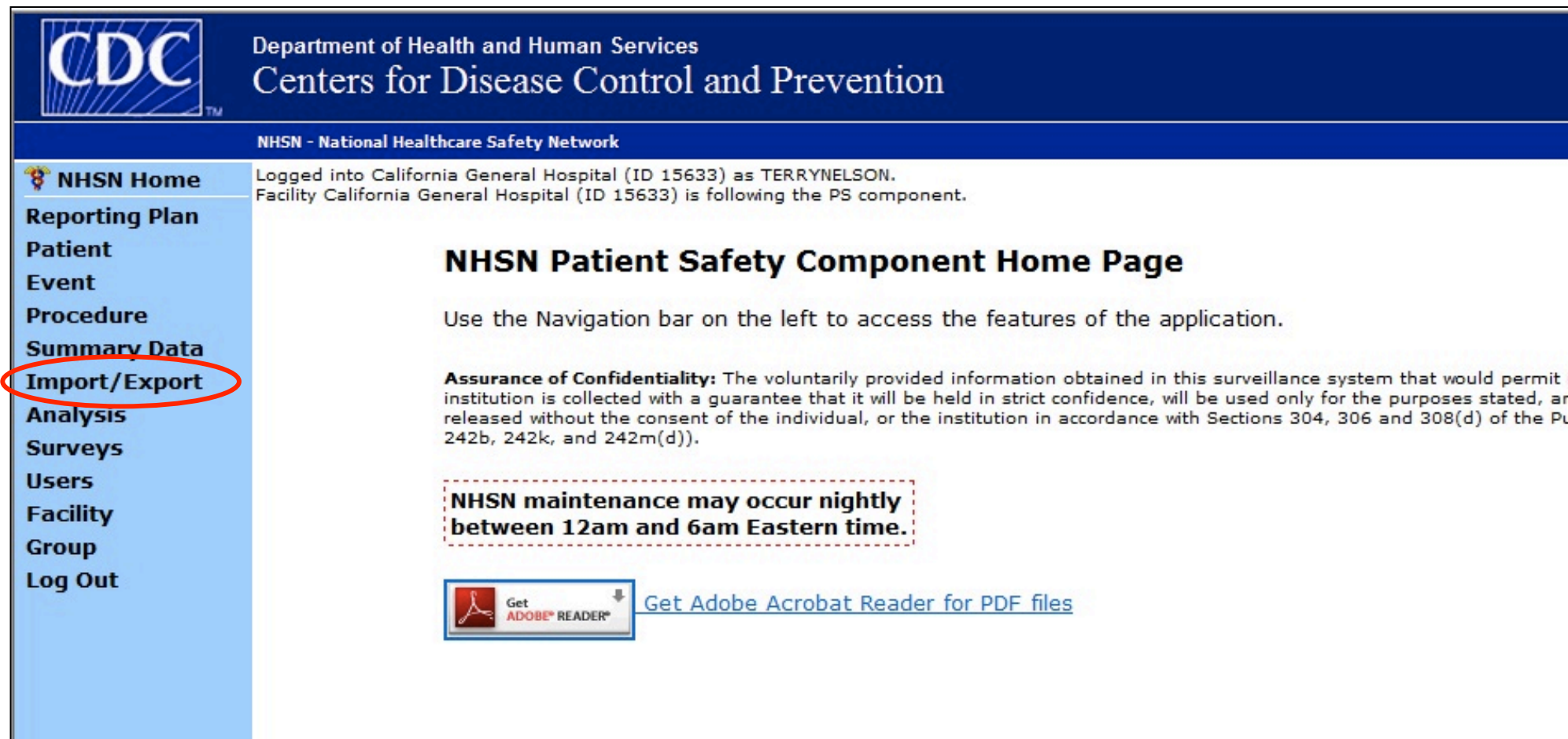
Procedure Import WORKBOOK_03.11.xls													
New Open Save Print Import Copy Paste Format Undo Redo AutoSum Sort A-Z Sort Z-A Gallery Toolbox Zoom Help													
Sheets Charts SmartArt Graphics WordArt													
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Field	Patient ID	Gender	DOB	NHSN Procedure Code	Date of Procedure	Outpatient	Duration Hours	Duration Minutes	Wound Class	ASA Class	Endoscope	Surgeon Code
2	Required/Optional	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required for inpatient procedures	Required	Optional
3	Values		M = male F = female		See NHSN Procedure Codes		Y = yes N = no			C = clean CC = clean contaminated CO = contaminated D = dirty/infected U = unknown	1 = normally healthy 2 = mild systemic disease 3 = severe systemic disease, not incapacitating 4 = incapacitating systemic disease, constant threat to life 5 = moribund patient < 24 hr life expectancy	Y = yes N = no	
5		Z-TEST0201	M	01/01/1980	CBGB	01/01/2011	N	01	10	C	1	N	
6		Z-TEST0211	M	01/01/1980	CBGB	01/01/2011	N	02	20	C	2	N	
7		Z-TEST0221	M	01/01/1980	CBGB	01/01/2011	N	03	30	C	3	N	
8		Z-TEST0231	M	01/01/1980	CBGB	01/01/2011	N	04	40	C	4	N	
9		Z-TEST0241	M	01/01/1980	CBGB	01/01/2011	N	05	50	C	5	N	
10		Z-TEST0251	M	01/01/1980	CBGC	01/01/2011	N	01	10	C	1	N	
11		Z-TEST0261	M	01/01/1980	CBGC	01/01/2011	N	02	20	C	2	N	
12		Z-TEST0271	M	01/01/1980	CBGC	01/01/2011	N	03	30	C	3	N	
13		Z-TEST0281	M	01/01/1980	CBGC	01/01/2011	N	04	40	C	4	N	
14		Z-TEST0291	M	01/01/1980	CBGC	01/01/2011	N	05	50	C	5	N	
15		Z-TEST0301	F	01/01/1980	HPRO	01/01/2011	N	01	10	C	1	N	
16		Z-TEST0311	F	01/01/1980	HPRO	01/01/2011	N	02	20	C	2	N	
17		Z-TEST0321	F	01/01/1980	HPRO	01/01/2011	N	03	30	C	3	N	
18		Z-TEST0331	F	01/01/1980	HPRO	01/01/2011	N	04	40	C	4	N	
19		Z-TEST0341	F	01/01/1980	HPRO	01/01/2011	N	05	50	C	5	N	
20		Z-TEST0351	F	01/01/1980	HPRO	01/01/2011	N	01	10	C	1	N	
21		Z-TEST0361	F	01/01/1980	HPRO	01/01/2011	N	02	20	C	2	N	
22		Z-TEST0371	F	01/01/1980	HPRO	01/01/2011	N	03	30	C	3	N	
23		Z-TEST0381	F	01/01/1980	HPRO	01/01/2011	N	04	40	C	4	N	



Importing Your CSV Procedure Data File

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Log into NHSN and click on Import/Export function



The screenshot displays the NHSN Patient Safety Component Home Page. At the top, the CDC logo is on the left, and the text 'Department of Health and Human Services' and 'Centers for Disease Control and Prevention' is on the right. Below this, a blue banner reads 'NHSN - National Healthcare Safety Network'. The main content area shows the user is logged into California General Hospital (ID 15633) as TERRYNELSON. A navigation bar on the left lists various functions: NHSN Home, Reporting Plan, Patient, Event, Procedure, Summary Data, Import/Export (circled in red), Analysis, Surveys, Users, Facility, Group, and Log Out. The main content area features the title 'NHSN Patient Safety Component Home Page', a brief instruction to use the navigation bar, an 'Assurance of Confidentiality' section, a maintenance notice in a dashed box, and a download link for Adobe Acrobat Reader.

CDC Department of Health and Human Services
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network


Logged into California General Hospital (ID 15633) as TERRYNELSON.
Facility California General Hospital (ID 15633) is following the PS component.

NHSN Patient Safety Component Home Page

Use the Navigation bar on the left to access the features of the application.

Assurance of Confidentiality: The voluntarily provided information obtained in this surveillance system that would permit institution is collected with a guarantee that it will be held in strict confidence, will be used only for the purposes stated, and released without the consent of the individual, or the institution in accordance with Sections 304, 306 and 308(d) of the Public Health Service Act (42 USC 242b, 242k, and 242m(d)).

NHSN maintenance may occur nightly between 12am and 6am Eastern time..

 Get Adobe Acrobat Reader for PDF files

Importing Procedure Data into NSHN

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From “Import/Export Type” drop-down menu, select ***CSV Import*** “Procedures”

The screenshot displays the NSHN web interface. At the top, the CDC logo and the text 'Department of Health and Human Services, Centers for Disease Control and Prevention' are visible. Below this, the 'NHSN - National Healthcare Safety Network' header is present. The left sidebar contains a navigation menu with options: 'NHSN Home', 'Reporting Plan', 'Patient', 'Event', 'Procedure', 'Summary Data', 'Import/Export', 'Analysis', 'Surveys', 'Users', 'Facility', 'Group', and 'Log Out'. The main content area is titled 'Import/Export Data'. It shows a login status: 'Logged into California General Hospital (ID 15633) as TERRYNELSON. Facility California General Hospital (ID 15633) is following the PS component.' Below this, the 'Import/Export Type:' label is followed by a dropdown menu. The dropdown menu is open, showing a list of options: 'CSV Import' (highlighted in blue), 'Patients', 'Procedures' (circled in red), 'Surgeons', 'CDA Import' (with sub-items 'Events, Summary Data, Procedure Denominators' and 'SSI events (requires link to procedure)'), and 'Export' (with sub-item 'Export Facility Data').

CDC Department of Health and Human Services
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network

Logged into California General Hospital (ID 15633) as TERRYNELSON.
Facility California General Hospital (ID 15633) is following the PS component.

Import/Export Data

Import/Export Type:

- CSV Import**
- Patients
- Procedures**
- Surgeons
- CDA Import**
 - Events, Summary Data, Procedure Denominators
 - SSI events (requires link to procedure)
- Export**
 - Export Facility Data

Importing Procedure Data into NSHN

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Reminder: the “**HELP**” button on each NHSN page takes you to related content in the help library



Department of Health and Human Services
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network

[NHSN Home](#) | [My Info](#) | [Contact us](#) | [Help](#) | [Log Out](#)

[NHSN Home](#)
[Reporting Plan](#)
[Patient](#)
[Event](#)
[Procedure](#)
[Summary Data](#)
[Import/Export](#)
[Analysis](#)
[Surveys](#)
[Users](#)
[Facility](#)
[Group](#)
[Log Out](#)

Logged into California General Hospital (ID 15633) as TERRYNELSON.
Facility California General Hospital (ID 15633) is following the PS component.

Import/Export Data

Import/Export Type: Procedures

Procedures

For information on the accepted file formats and content, click the Help link below.

[HELP](#)

By default, records in the import file will be accepted under the following conditions:

1. The procedure date occurs in a month for which a Monthly Reporting Plan exists, and
2. That Plan specifies the procedure code in the import file record.

If you wish to import records for procedures not in the Plan, you must specify which procedures to include. Check the box for each procedure to accept, or check the All Procedures box if you want to allow the importation of any procedure. Note, however, that there must **still** be a Monthly Reporting Plan for the procedure date in the record.

☐ All Procedures

<input type="checkbox"/> AAA - Abdominal aortic aneurysm repair	<input type="checkbox"/> AMP - Limb amputation
<input type="checkbox"/> APPY - Appendix surgery	<input type="checkbox"/> AVSD - AV shunt for dialysis

Importing Procedure Data into NSHN

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Important: Prior to attempting to import Procedure data, you must have completed that month's Reporting Plan


Plan needs to include the same procedures you will import

The screenshot shows the NSHN web interface. The header includes the CDC logo and the text 'Department of Health and Human Services, Centers for Disease Control and Prevention'. The navigation menu on the left lists: NHSN Home, Reporting Plan, Patient, Event, Procedure, Summary Data, Import/Export, Analysis, Surveys, Users, Facility, Group, and Log Out. The main content area is titled 'Import/Export' and shows 'Import/Export Type: Procedures'. Below this, there is a section for 'Procedures' with a link to 'HELP'. The text states: 'By default, records in the import file will be accepted under the following conditions: 1. The procedure date occurs in a month for which a Monthly Reporting Plan exists, and 2. That Plan specifies the procedure code in the import file record.' It then says: 'If you wish to import records for procedures not in the Plan, you must specify which procedures to include. Check the box for each procedure to accept, or check the All Procedures box if you want to allow the importation of any procedure. Note, however, that there must still be a Monthly Reporting Plan for the procedure date in the record.' At the bottom, there is a table of procedures with checkboxes:

<input type="checkbox"/> AAA - Abdominal aortic aneurysm repair	<input type="checkbox"/> AMP - Limb amputation
<input type="checkbox"/> APPY - Appendix surgery	<input type="checkbox"/> AVSD - AV shunt for dialysis

Importing Procedure Data into NSHN

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Department of Health and Human Services
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network

| NHSN Home | My Info | Contact us | Help | Log Out

NHSN Home

Reporting Plan

Patient

Event

Procedure

Summary Data

Import/Export

Analysis

Surveys

Users

Facility

Group

Log Out

Logged into California General Hospital (ID 15633) as TERRYNELSON.
Facility California General Hospital (ID 15633) is following the PS component.

Import/Export Data

Import/Export Type: Procedures

Procedures

For information on the accepted file formats and content, click the Help link below.
[HELP](#)

By default, records in the import file will be accepted under the following conditions:

1. The procedure date occurs in a month for which a Monthly Reporting Plan exists, and
2. That Plan specifies the procedure code in the import file record.

If you wish to import records for procedures not in the Plan, you must specify which procedures to include. Check the box for each procedure to accept, or check the All Procedures box if you want to allow the importation of any procedure. Note, however, that there must **still** be a Monthly Reporting Plan for the procedure date in the record.

☐ All Procedures

<input type="checkbox"/> AAA - Abdominal aortic aneurysm repair	<input type="checkbox"/> AMP - Limb amputation
<input type="checkbox"/> APPY - Appendix surgery	<input type="checkbox"/> AVSD - AV shunt for dialysis

If monthly Reporting Plan in place and you are ready to import, scroll down page...

Importing Procedure Data into NSHN

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No need to check any boxes on this page

<input type="checkbox"/> CARD - Cardiac surgery	<input type="checkbox"/> BRST - Breast surgery
<input type="checkbox"/> CBGC - Coronary bypass graft with chest incision	<input type="checkbox"/> CBGB - Coronary bypass w/ chest & donor incisions
<input type="checkbox"/> CHOL - Gallbladder surgery	<input type="checkbox"/> CEA - Carotid endarterectomy
<input type="checkbox"/> CRAN - Craniotomy	<input type="checkbox"/> COLO - Colon surgery
<input type="checkbox"/> FUSN - Spinal fusion	<input type="checkbox"/> CSEC - Cesarean section
<input type="checkbox"/> GAST - Gastric surgery	<input type="checkbox"/> FX - Open reduction of fracture
<input type="checkbox"/> HPRO - Hip prosthesis	<input type="checkbox"/> HER - Herniorrhaphy
<input type="checkbox"/> HYST - Abdominal hysterectomy	<input type="checkbox"/> HTP - Heart transplant
<input type="checkbox"/> KTP - Kidney transplant	<input type="checkbox"/> KPRO - Knee prosthesis
<input type="checkbox"/> LTP - Liver transplant	<input type="checkbox"/> LAM - Laminectomy
<input type="checkbox"/> NEPH - Kidney surgery	<input type="checkbox"/> NECK - Neck surgery
<input type="checkbox"/> PACE - Pacemaker surgery	<input type="checkbox"/> OVRY - Ovarian surgery
<input type="checkbox"/> PVBY - Peripheral vascular bypass surgery	<input type="checkbox"/> PRST - Prostate surgery
<input type="checkbox"/> RFUSN - Refusion of spine	<input type="checkbox"/> REC - Rectal surgery
<input type="checkbox"/> SPLE - Spleen surgery	<input type="checkbox"/> SB - Small bowel surgery
<input type="checkbox"/> THYR - Thyroid and/or parathyroid surgery	<input type="checkbox"/> THOR - Thoracic surgery
<input type="checkbox"/> VSHN - Ventricular shunt	<input type="checkbox"/> VHYS - Vaginal hysterectomy
	<input type="checkbox"/> XLAP - Exploratory abdominal surgery

Browse your computer to locate the .csv file you wish to import

Select Import file:

Browse...

Submit

Back

Importing Procedure Data into NSHN

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<input type="checkbox"/> BILI - Bile duct, liver or pancreatic surgery	<input type="checkbox"/> BRST - Breast surgery
<input type="checkbox"/> CARD - Cardiac surgery	<input type="checkbox"/> CBGB - Coronary bypass w/ chest & donor incisions
<input type="checkbox"/> CBGC - Coronary bypass graft with chest incision	<input type="checkbox"/> CEA - Carotid endarterectomy
<input type="checkbox"/> CHOL - Gallbladder surgery	<input type="checkbox"/> COLO - Colon surgery
<input type="checkbox"/> CRAN - Craniotomy	<input type="checkbox"/> CSEC - Cesarean section
<input type="checkbox"/> FUSN - Spinal fusion	
<input type="checkbox"/> GAST - Gastric surgery	
<input type="checkbox"/> HPRO - Hip prosthesis	
<input type="checkbox"/> HYST - Abdominal hysterectomy	
<input type="checkbox"/> KTP - Kidney transplant	
<input type="checkbox"/> LTP - Liver transplant	
<input type="checkbox"/> NEPH - Kidney surgery	<input type="checkbox"/> OVRY - Ovarian surgery
<input type="checkbox"/> PACE - Pacemaker surgery	<input type="checkbox"/> PRST - Prostate surgery
<input type="checkbox"/> PVBY - Peripheral vascular bypass surgery	<input type="checkbox"/> REC - Rectal surgery
<input type="checkbox"/> RFUSN - Refusion of spine	<input type="checkbox"/> SB - Small bowel surgery
<input type="checkbox"/> SPLE - Spleen surgery	<input type="checkbox"/> THOR - Thoracic surgery
<input type="checkbox"/> THYR - Thyroid and/or parathyroid surgery	<input type="checkbox"/> VHYS - Vaginal hysterectomy
<input type="checkbox"/> VSHN - Ventricular shunt	<input type="checkbox"/> XLAP - Exploratory abdominal surgery

Select Import file:

Z:\Terry\Desktop\CDPH HAI Program\Assignments & I

Select your .csv import file
(it will appear in gray box)
Click "Submit"

Importing Procedure Data into NSHN

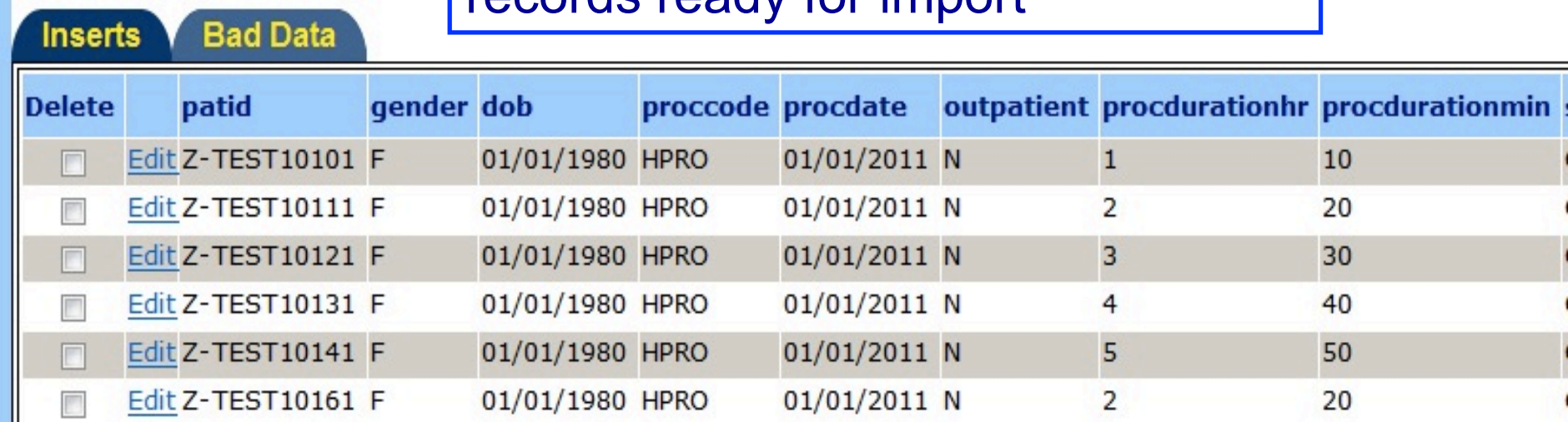
14

Records will appear under “Inserts” or “Bad Data” tabs

These records have no match in the database. For each record you have three options.

- Leave the record as is. It will be inserted when you press the Update button.
- Ignore the record. Check the box in the Delete column and then press the Delete button.
- Edit the record. Press the Edit button if you need to change any of the record's fields.

“Inserts” list contains the Procedure records ready for import



The screenshot shows the 'Inserts' tab selected in the data import interface. A table lists six procedure records, each with a 'Delete' checkbox and an 'Edit' link. A red arrow points from the 'Inserts' tab to the table.

Delete		patid	gender	dob	proccode	procdate	outpatient	procdurationhr	procdurationmin
<input type="checkbox"/>	Edit	Z-TEST10101	F	01/01/1980	HPRO	01/01/2011	N	1	10
<input type="checkbox"/>	Edit	Z-TEST10111	F	01/01/1980	HPRO	01/01/2011	N	2	20
<input type="checkbox"/>	Edit	Z-TEST10121	F	01/01/1980	HPRO	01/01/2011	N	3	30
<input type="checkbox"/>	Edit	Z-TEST10131	F	01/01/1980	HPRO	01/01/2011	N	4	40
<input type="checkbox"/>	Edit	Z-TEST10141	F	01/01/1980	HPRO	01/01/2011	N	5	50
<input type="checkbox"/>	Edit	Z-TEST10161	F	01/01/1980	HPRO	01/01/2011	N	2	20

Importing Procedure Data into NSHN

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Click on “Edit” to change the content of any record

These records have no match in the database. For each record you have three options.

- Leave the record as is. It will be inserted when you press the Update button.
- Ignore the record. Check the box in the Delete column and then press the Delete button.
- Edit the record. Press the Edit button if you need to change any of the record's fields.

Inserts

Bad Data

Delete		patient	gender	dob	proccode	procdate	outpatient	procdurationhr	procdurationmin	sw
<input type="checkbox"/>	Edit	Z-TEST10101	F	01/01/1980	HPRO	01/01/2011	N	1	10	C
<input type="checkbox"/>	Edit	Z-TEST10111	F	01/01/1980	HPRO	01/01/2011	N	2	20	C
<input type="checkbox"/>	Edit	Z-TEST10121	F	01/01/1980	HPRO	01/01/2011	N	3	30	C
<input type="checkbox"/>	Edit	Z-TEST10131	F	01/01/1980	HPRO	01/01/2011	N	4	40	C
<input type="checkbox"/>	Edit	Z-TEST10141	F	01/01/1980	HPRO	01/01/2011	N	5	50	C
<input type="checkbox"/>	Edit	Z-TEST10161	F	01/01/1980	HPRO	01/01/2011	N	2	20	C

Importing Procedure Data into NSHN

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If you decide not to import a record, check the box next to that record

- Leave the record as is. It will be inserted when you press the Update button.
- Ignore the record. Check the box in the Delete column and then press the Delete button.
- Edit the record. Press the Edit button if you need to change any of the record's fields.

Then click "Delete"

Inserts

Bad Data

More click Delete

Delete		patid	gender	dob	proccode	procdate	outpatient	procdurationhr	procdurationmin	swc
<input type="checkbox"/>	Edit	Z-TEST10101	F	01/01/1980	HPRO	01/01/2011	N	1	10	C
<input type="checkbox"/>	Edit	Z-TEST10111	F	01/01/1980	HPRO	01/01/2011	N	2	20	C
<input type="checkbox"/>	Edit	Z-TEST10121	F	01/01/1980	HPRO	01/01/2011	N	3	30	C
<input type="checkbox"/>	Edit	Z-TEST10131	F	01/01/1980	HPRO	01/01/2011	N	4	40	C
<input type="checkbox"/>	Edit	Z-TEST10141	F	01/01/1980	HPRO	01/01/2011	N	5	50	C
<input type="checkbox"/>	Edit	Z-TEST10161	F	01/01/1980	HPRO	01/01/2011	N	2	20	C

Update Delete Delete All Back

Importing Procedure Data into NSHN

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Click on “Bad Data” tab

Records listed have errors that need to be corrected prior to import

These records have one or more errors in the data fields. For each record you have two options.

- Ignore the record. Check the box in the Delete column and then press the Delete button.
- Edit the record. Press the Edit button if you need to change any of the record's fields.

Inserts

Bad Data

Delete		patid	gender	dob	proccode	procdate	outpatient	procdurationhr	procdurationmin	swclass
<input type="checkbox"/>	Edit	Z-TEST1081	M	01/01/1980	CBGC	01/01/2011	N	141	40	C

(Procedure duration (hrs) is not in the range 0 through 99.)

Update

Delete

Delete
All

Back

Importing Procedure Data into NSHN

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To correct each record in “Bad Data” list, click on “Edit” then change or complete required fields

These records have one or more errors in the data fields. For each record you have two options:

- Ignore the record. Check the box in the Delete column and then press the Delete button.
- Edit the record. Press the Edit button if you need to change any of the record's data.

Inserts **Bad Data**

Delete		patid	gender	dob	proccode	proccode	outpatient	proccode	proccode	proccode	proccode
<input type="checkbox"/>	Edit	Z-TBST1081	M	01/01/1980	CBGC	01/01/2011	N	141	40	C	

(Procedure duration (hrs) is not in the range 0 through 99.)

Update Delete Delete All Back

In this example, “procedure duration hour” has been flagged by NHSN

Importing Procedure Data into NSHN

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☒ Record moved to insert record collection.

These records have no match in the database. For each record you

- Leave the record as is. It will be inserted when you press the Insert button.
- Ignore the record. Check the box in the Delete column and press the Delete button.
- Edit the record. Press the Edit button if you need to change the record.

Edited (corrected) records will appear in the "Inserts" tab list

Inserts

Delete		patid	gender	dob	proccode	procdate	outpatient	procdur
<input type="checkbox"/>	Edit	Z-TEST10101	F	01/01/1980	HPRO	01/01/2011	N	1
<input type="checkbox"/>	Edit	Z-TEST10111	F	01/01/1980	HPRO	01/01/2011	N	2
<input type="checkbox"/>	Edit	Z-TEST10121	F	01/01/1980	HPRO	01/01/2011	N	3
<input type="checkbox"/>	Edit	Z-TEST10131	F	01/01/1980	HPRO	01/01/2011	N	4
<input type="checkbox"/>	Edit	Z-TEST10141	F	01/01/1980	HPRO	01/01/2011	N	5
<input type="checkbox"/>	Edit	Z-TEST10161	F	01/01/1980	HPRO	01/01/2011	N	2
<input type="checkbox"/>	Edit	Z-TEST10171	F	01/01/1980	HPRO	01/01/2011	N	3
<input type="checkbox"/>	Edit	Z-TEST10181	F	01/01/1980	HPRO	01/01/2011	N	4
<input type="checkbox"/>	Edit	Z-TEST10191	F	01/01/1980	HPRO	01/01/2011	N	5
<input type="checkbox"/>	Edit	Z-TEST1081	M	01/01/1980	CBGC	01/01/2011	N	41
<input type="checkbox"/>	Edit	Z-TEST1001	M	01/01/1980	CBGC	01/01/2011	N	5



Importing Procedure Data into NSHN

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To proceed with import, there is an option to delete “Bad Data” records if unable to correct at current time...

BUT, you must enter those Procedures at a later time!

These records have one or more errors in the data fields. For each record you have two options.

- Ignore the record. Check the box in the Delete column and then press the Delete button.
- Edit the record. Press the Edit button if you need to change any of the record's fields.

Import

Inserts **Bad Data**

Delete	patid	gender	dob	proccode	procdate	outpatient	procdurationhr	procdurationmin	swclass	
<input type="checkbox"/>	Edit	Z-TEST1081	M	01/01/1980	CBGC	01/01/2011	N	141	40	C

(Procedure duration (hrs) is not in the range 0 through 99.)

Update Delete Delete All Back

Importing Procedure Data into NSHN

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☒ Record moved to insert record collection.

These records have no match in the database. For each record you have three options.

- Leave the record
- Ignore the record
- Edit the record

When there is no “Bad Data” tab,
Procedure records from your .csv file
are ready to import into NHSN

Inserts

Delete		patid	gender	dob	proccode	procdate	outpatient	procdur
<input type="checkbox"/>	Edit	Z-TEST10101	F	01/01/1980	HPRO	01/01/2011	N	1
<input type="checkbox"/>	Edit	Z-TEST10111	F	01/01/1980	HPRO	01/01/2011	N	2
<input type="checkbox"/>	Edit	Z-TEST10121	F	01/01/1980	HPRO	01/01/2011	N	3
<input type="checkbox"/>	Edit	Z-TEST10131	F	01/01/1980	HPRO	01/01/2011	N	4
<input type="checkbox"/>	Edit	Z-TEST10141	F	01/01/1980	HPRO	01/01/2011	N	5
<input type="checkbox"/>	Edit	Z-TEST10161	F	01/01/1980	HPRO	01/01/2011	N	2
<input type="checkbox"/>	Edit	Z-TEST10171	F	01/01/1980	HPRO	01/01/2011	N	3
<input type="checkbox"/>	Edit	Z-TEST10181	F	01/01/1980	HPRO	01/01/2011	N	4
<input type="checkbox"/>	Edit	Z-TEST10191	F	01/01/1980	HPRO	01/01/2011	N	5
<input type="checkbox"/>	Edit	Z-TEST1081	M	01/01/1980	CBGC	01/01/2011	N	41
<input type="checkbox"/>	Edit	Z-TEST1001	M	01/01/1980	CBGC	01/01/2011	N	5



Importing Procedure Data into NSHN

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✓ Record moved to insert record collection.

These records have no match in the database. For each record you have three options.

- Leave the record as is. It will be imported.
- Ignore the record. Check the box.
- Edit the record. Press the Edit button.

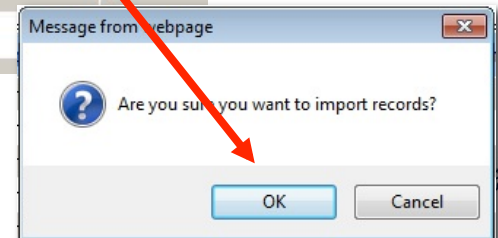
Click the “Update” button, then “OK” to complete the import

Inserts

Delete		patid	gender	dob	proccode	procdate	outpatient	procdur
<input type="checkbox"/>	Edit	Z-TEST10101	F	01/01/1980	HPRO	01/01/2011	N	1
<input type="checkbox"/>	Edit	Z-TEST10111	F	01/01/1980	HPRO	01/01/2011	N	2
<input type="checkbox"/>	Edit	Z-TEST10121	F	01/01/1980	HPRO	01/01/2011	N	3
<input type="checkbox"/>	Edit	Z-TEST10131	F	01/01/1980	HPRO	01/01/2011	N	4
<input type="checkbox"/>	Edit	Z-TEST10141	F	01/01/1980	HPRO	01/01/2011	N	5
<input type="checkbox"/>	Edit	Z-TEST10161	F	01/01/1980	HPRO	01/01/2011	N	2
<input type="checkbox"/>	Edit	Z-TEST10171	F	01/01/1980	HPRO	01/01/2011	N	3
<input type="checkbox"/>	Edit	Z-TEST10181	F	01/01/1980	HPRO	01/01/2011	N	4
<input type="checkbox"/>	Edit	Z-TEST10191	F	01/01/1980	HPRO	01/01/2011	N	5
<input type="checkbox"/>	Edit	Z-TEST1081	M	01/01/1980	CBGC	01/01/2011	N	

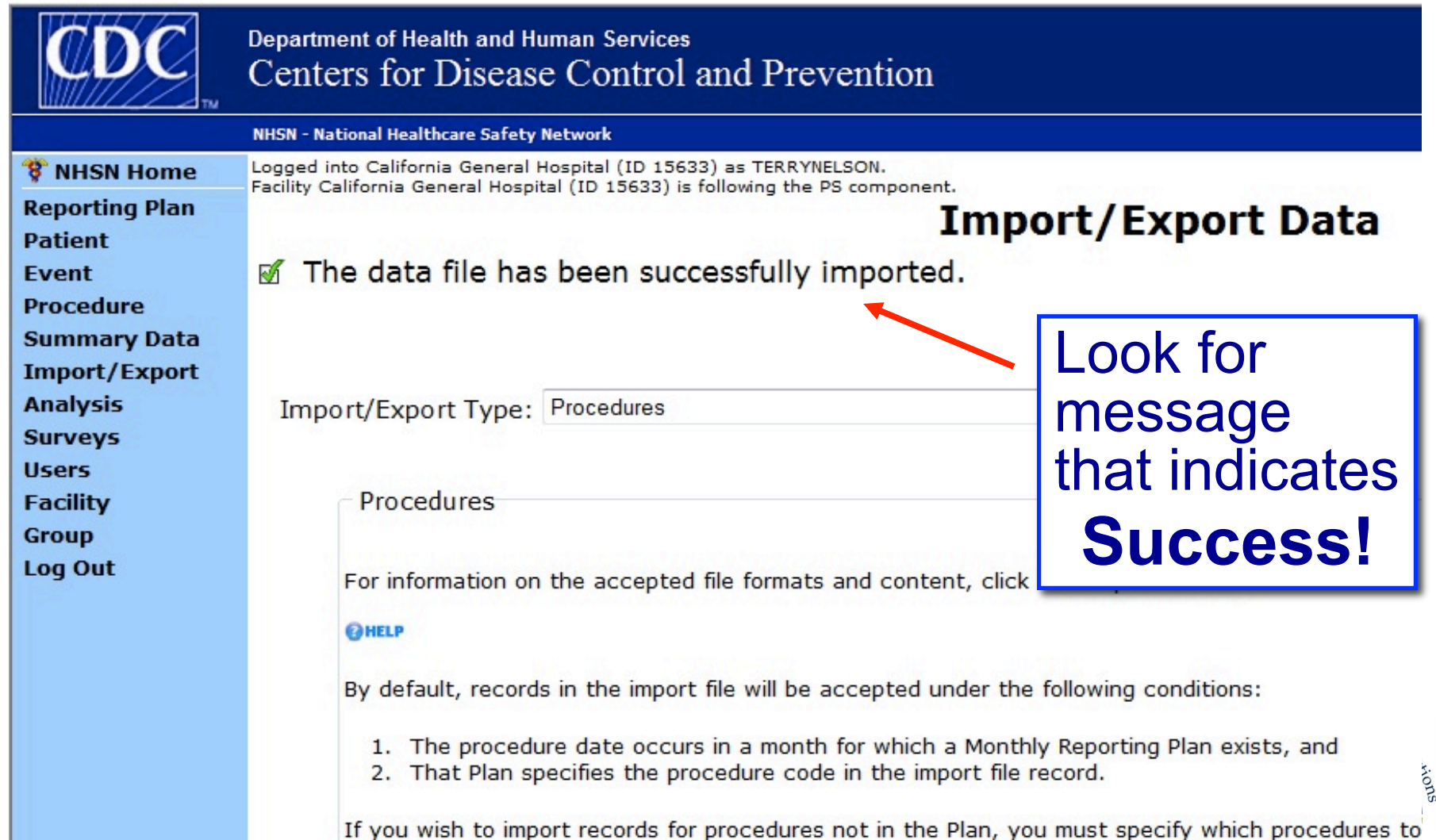
Update

Back



Importing Procedure Data into NSHN

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The screenshot displays the NSHN web application interface. At the top, the CDC logo is on the left, and the text "Department of Health and Human Services" and "Centers for Disease Control and Prevention" is on the right. Below this, a dark blue banner reads "NHSN - National Healthcare Safety Network". A light blue sidebar on the left contains a menu with items: "NHSN Home", "Reporting Plan", "Patient", "Event", "Procedure", "Summary Data", "Import/Export", "Analysis", "Surveys", "Users", "Facility", "Group", and "Log Out". The main content area has a header "Import/Export Data" and a message: "The data file has been successfully imported." with a green checkmark icon. A red arrow points from a callout box to this message. Below the message, there is a form with "Import/Export Type:" and a dropdown menu set to "Procedures". Further down, there is a "Procedures" section with a link to "For information on the accepted file formats and content, click" and a "HELP" button. At the bottom, it states "By default, records in the import file will be accepted under the following conditions:" followed by a list of two conditions. A vertical text "Screenshots" is visible on the right edge of the interface.

CDC Department of Health and Human Services
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network

Logged into California General Hospital (ID 15633) as TERRYNELSON.
Facility California General Hospital (ID 15633) is following the PS component.

Import/Export Data

✓ The data file has been successfully imported.

Import/Export Type: Procedures

Procedures

For information on the accepted file formats and content, click [HELP](#)

By default, records in the import file will be accepted under the following conditions:

1. The procedure date occurs in a month for which a Monthly Reporting Plan exists, and
2. That Plan specifies the procedure code in the import file record.

If you wish to import records for procedures not in the Plan, you must specify which procedures to

Look for message that indicates Success!

Screenshots

Questions?

HAI Liaison Program
InfectionControl@cdph.ca.gov

More information can be found on the
Healthcare-Associated Infections Program website
www.cdph.ca.gov/HAI

